



JOB DESCRIPTION

Position Title: **Team Leader**

Working Title: **Animal Care Supervisor**

Class Code: 5600

Non-Exempt

EEO Code: 08

Effective Date: August 25, 1998

Major Function

Technical and supervisory work related to the care of impounded animals and operation of the Seminole County Animal Control Shelter.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Supervises employees in the care, feeding, and handling of animals and in the cleaning and maintenance of the animal shelter and surrounding grounds. Supervises volunteers that are assigned to work with animals at the animal shelter.

Initiates and effectively recommends to the Division Manager, hiring, termination, performance evaluations, disciplinary and/or commendatory actions for assigned personnel.

Maintains inventory of food, cleaning materials, controlled substances, and miscellaneous shelter supplies.

Insures proper inoculation of animals and disease control procedures. Coordinates the quarantine of animals and their observation as required under State Laws. Prepares animals for various testing by the State Laboratory.

Physically examines all incoming animals for symptoms of disease. Observes animal health conditions and initiates appropriate medical treatment when necessary. Performs euthanasia of impounded animals as required.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge of techniques utilized in safely handling small animals, their care and feeding. Knowledge of animal behavior, signs and symptoms of common animal diseases. Knowledge of medication used for prevention of common communicable diseases, euthanasia, and tranquilizing animals.

Ability to assign work, instruct and supervise, as well as maintain an effective relationship with employees, veterinarians, and the public. Ability to communicate effectively both orally and in writing.

High School Diploma or GED and two (2) years experience in an animal care program which must have included some supervisory experience.



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Prefer possession and maintenance of Humane Society of the United States certification as a Euthanasia technician, or have the ability to become certified within six (6) months of employment.

Must be inoculated against rabies prior to the completion of probationary period.

Must successfully completed Florida Animal Control Officers certification course within one year of date of employment.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.